



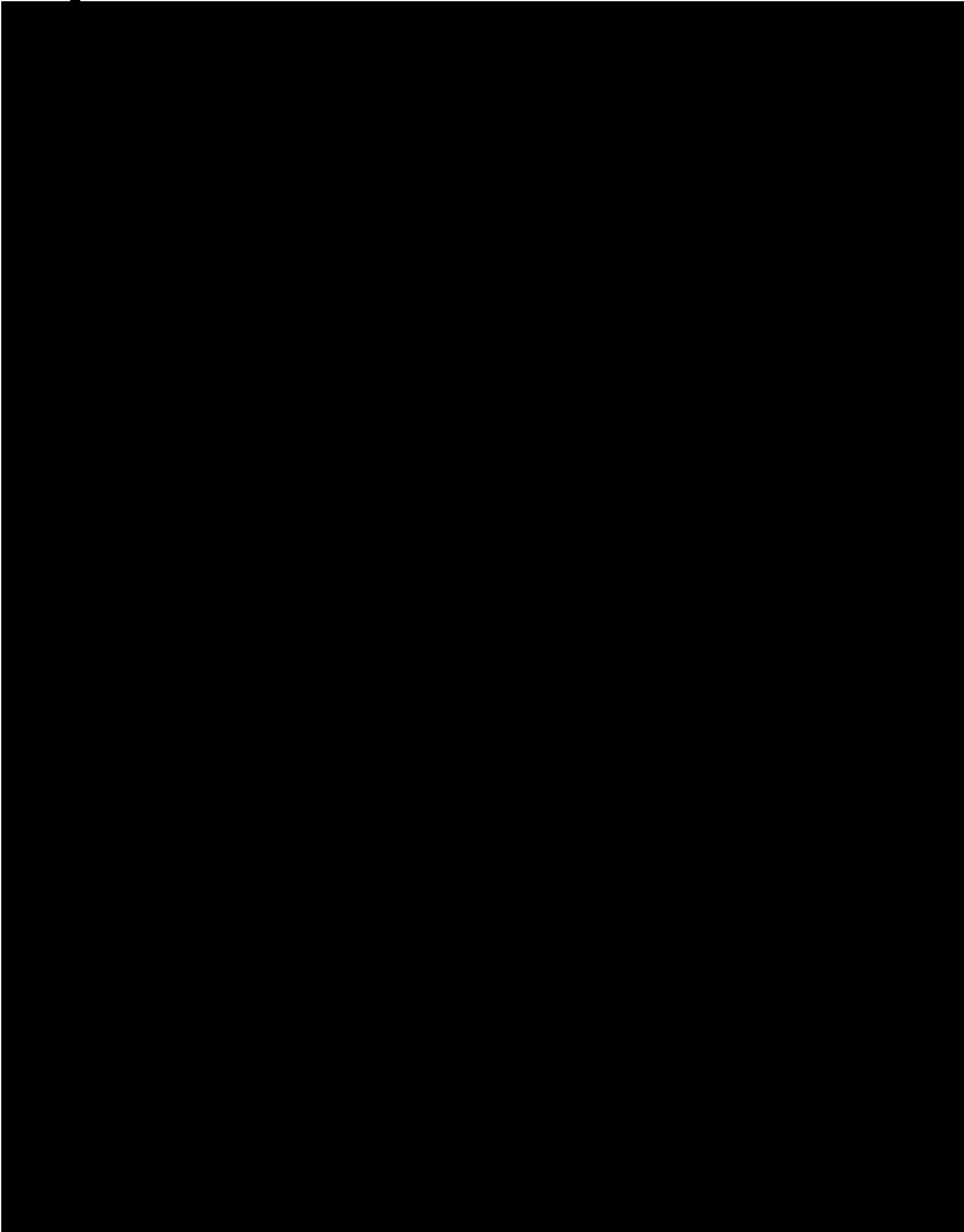
Effective May 2, 2024

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Western Illinois University  
Civil Service Employee Council  
1 University Circle  
Macomb, IL 6145  
Phone: (309) 298-1414

Effective May 2, 2024



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The Civil Service Employee Council supports the Value, the Vision, the Mission and the Strategic Plan of Western Illinois University.

- c. Ensure full transparency by publishing agendas and minutes.
- d. Respect the academic culture, institutional norms and the CSEC governing process.
- e. Maintain confidentiality

The name of this organization shall be the Western Illinois University Civil Service Employee Council, or CSEC.

- a. To work with the Chief Human Resource Of



60 There shall be five recognized groups: (1) Administrbe



as reports from the WIU Representative for the State University Civil Service Employee Advisory Committee, EAC member.

The officers of the Council shall be: the President, Vice President, Secretary, and Treasurer.

shall be composed of the President, Vice President, Secretary, Treasurer, and the EAC member. (EAC refers to Western's representative on the State University Civil Service System Employee Advisory Committee to the Merit Board.)

Officers shall be elected at the first meeting of the Council year. Retiring officers shall continue to hold office until the new officers are elected.

The officers of the Council shall be elected by the members of the Council from its own membership.

In case of a vacancy of office, a special election will be held to elect a replacement from among its membership.

No officer shall serve more than three consecutive terms in the same office unless there is no other candidate.

term.





a. Preside over Council mee

Constitution & Elections

Executive

Fundraising & Social Events

Policy & Appeals

Professional Development & Training.

Public Relations

Membership of these committees shall be determined according to the individual committee guidelines as stipulated in Part 3. CSEC Committee Duties and Responsibilities.

by Civil Service representatives that serve of



of CSEC meetings. For regular and special meetings, or for one-time meeting changes, a notice should be given at least 48 hours prior to the







The results of the referendum and the recommendation of the Civil Service Employees Council shall be forwarded to the CSEC President and to the Chief Human Resource Office for approval before becoming effective.

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The Council may make a one (1) time donation of \$100.00 to the cause, benefit, or memorial of a Civil Service employee who is terminally ill, or passes while actively employed by Western Illinois University. Options follow:

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- a. While terminally ill when a benefit is held in the person's name, a one-time donation of \$100.00 may be made to the individual's benefit. Or

~~b. While terminally ill when a benefit is held in the person's name, a one-time donation of \$100.00 may be made to the individual's benefit. Or~~

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The rules contained in the "Robert's Rules of Order Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

# PART III: COMMITTEE ROLES & RESPONSIBILITIES





1. Each committee will consist of one member from each employee group which includes the chairperson. Vacancies will be filled by the chairperson as needed to ensure representation.
2. \*Except for the Executive Committee President, all standing committee members will vote. All votes shall be conducted by a show-of-hands, paper, or electronic means with the voting tally recorded in the meeting minutes. In case of a tie, the chairperson will break the tie.
3. Representatives are appointed/dismissed by the chairperson of the committee. The committee consists of up to five members, one from each employee group, including the chairperson being a member of the CSEC.
4. The chairperson of the committee is responsible for providing reports to the CSEC President.
  - a. The PR person is an ad-hoc member of Awards.
  - b. Responsibilities are to support the successful completion of the annual fund drives. This Committee will choose the selection criteria to determine award recipients. The committee evaluates candidates and facilitates final decisions for all award recipients. These decisions are final and binding and ineligible for review or appeal.



- c. Submits a request to CSEC for approval on the number and monetary amounts to be awarded annually. This committee ensures distribution of scholarship funds are awarded to recipients



to the Election Committee at least two weeks prior to the election. CSEC statements of candidacy will be accepted throughout the year and voted on at the next CSEC meeting following the month in which it was received.

- b. CSEC Member Election timeframe – The Civil Service Employee COUNCIL YEAR shall be from June 1 to May 31st.
- c. Reference \_\_\_\_\_ for the “Nomination and Election of CSEC Members”, sections 1 - 4 on page 14.
- d. Annually in January, this committee provides a review of requirements of the CSEC election process to prepare members to consider new offices for their election.

a. \_\_\_\_\_ The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and the Employee Advisory Committee, and EAC member of the WIU CSEC.

b. Action(s) taken by the Executive Committee are reported at regularly scheduled Council meetings. No formal minutes are required.

c. Responsibilities of the Executive Committee involve preparation of the agenda for regular Council meetings, the leading of discussions to consider action(s) on matters pertinent to Council business, acting on behalf of the Council in the appropriate situations, advancing the CSEC profile among WIU institutional self-governing bodies, and

quarterly meetings of the University President once each semester

- a. The EAC member of the WIU CSEC is part of this committee according to WIU Civil Service Handbook Appendix Q - Civil Service Employee Grievance Policy. SEE OTHER MEMBERSHIP on that page. In the absence of the chairperson, a designee can be appointed by the executive committee.
- b. The purpose of the Policy & Appeals Committee is to investigate civil service employee grievances or complaints. The committee will consider applicable facts, policies, procedures, current law precedents, as well as to review the offered or available resolutions. The designated chairperson will submit a recommendation to the University President or designee for review and final determination of the issue.
- c. Receiving the written appeal or request for review from the affected party. Coordinates schedules and presides over the meetings. Also prepares final report(s) with cc: to the appealing party; the University

committee may propose policy changes for consideration in the interest of fairness.

- e. As designated in the University Compensation Policy, this committee deals with all matters of grievances brought before it.

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- b. The PR representative serves as the point of contact for ad hoc recruitment activities, to coordinate social media for the WIU CSEC Website and functions as the CSEC web master.
- c. The CSEC PR representative will post all agendas, meeting schedules and approved minutes on the WIU CSEC Website after each meeting.
- d. The public relations chairperson will delegate tasks to ensure project completion.

A. Glossary of terms

- . Constitution Timelines

A primary function of CSEC to promote public relations, fundraising, boost morale, and connect with the campus community.

Annual Conference hosted by Illinois state-wide universities for CSEC members to receive updates and reports from the State Universities Annuitants Association; State Universities Retirement System; State Universities Civil Service System, with presentations and Q&A session regarding current events.

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